

DEPARTMENT OF THE ARMY
Corps of Engineers, Missouri River Division
12565 West Center Road
Omaha, Nebraska 68144-3869

MRD-M 25-1-70

CEMRD-IM-I

Memorandum
No. 25-1-70

15 April 1994

Information Management
PERSONAL COMPUTERS, LOCAL AREA NETWORKS AND
SOFTWARE/HARDWARE: ACQUISITION, INSTALLATION, AND USE

1. Purpose. This memorandum identifies and establishes procedures for the acquisition and use of personal computers (PCs) and local area networks (LANs) within the Headquarters, Missouri River Division (MRD). It also provides information regarding the installation of software/hardware and outlines procedures for reducing the threat of a computer virus within MRD.

2. Applicability. This memorandum is applicable to all MRD Headquarters elements having PCs and LANs.

3. References.

a. AR 25-1, The Army Information Resource Management Program.

b. Memorandum, CEIM-PP, 16 Mar 89, Subject: Inappropriate Use of Information System Hardware, Software, and Communication.

c. MRD-M 25-1-1, Microcomputer Off-site Storage, File Backup.

4. Responsibilities.

a. The user of a MRD Headquarters PC or LAN will:

(1) Notify the Information Management Directorate if assistance is required in complying with this memorandum.

(2) Assure the "WARNING" message appears on the screen each time the microcomputer is turned on or rebooted. It must remain on the screen until it is acknowledged by the user. Information Management Directorate has an installation disk if it needs to be installed on your PC. The message reads as follows:

“WARNING: Commercial software packages are protected by copyright law. DO NOT copy commercial software without authorization. Appropriate disciplinary action may be taken against any employee who exposes the government to liability through unauthorized reproduction and use of software.”

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(3) Order all software/hardware through the Information Management Directorate. A written request must be made for all microcomputer software and hardware required, including public domain. Each request must be approved at the requester's branch, division, and directorate/office level before submitting to Information Integration and Implementation Division, Engineering Systems and Technology Branch (CEMRD-IM-IE). Information Management requisitions all software and hardware.

(4) Notify Customer Assistance and Support Division (CEMRD-IM-C), regarding any microcomputer software/hardware that needs to be installed, moved to another PC or removed to be returned to inventory. The CEMRD-IM-C property data base for that micro must be updated and a new "Property Hand Receipt/Accreditation Document" signed for if any change is made to the inventory. For assistance, send an E-mail message to "Ask IM for Help."

(5) Ensure all uses of the software and documentation meet the license agreement. Any "in-house" developed systems using embedded commercial licensed software must comply with the software license agreement.

(6) Run the virus checking software (and immediately notify CEMRD-IM-C if any virus is detected):

(a) Against the PCs hard drive by using the main DOS menu on the LAN, menu two of seven, option one, "Check Local Hard Drive For Viruses," or if using "Windows," use the Virus Check icon option. If you need assistance setting it up, send an E-Mail message to "Ask IM for Help."

(b) Any time a floppy disk is received from any source (use the stand alone computer in Room 128, break room).

(7) Backup the data on the PCs hard drive to a backup tape and send it off-site as required.

(8) May be held financially responsible for any missing software user manuals, hardware or master disks.

(9) Be aware the following activities are prohibited:

(a) No personal software will be brought into the office and installed on any MRD PC or LAN.

(b) No MRD software, software manual or computer data will be taken out of the building except if required in the performance of the job.

(c) No games will be played on MRD PCs or LANs.

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(d) No software will be copied except in strict compliance with the license agreement.

(e) No personal work will be done on MRD PCs or LANs at any time. Use of a government PC or LAN for personal gain (like, outside private employment) or personal convenience (like, income taxes) or anything that is not an official Corps sponsored activity is prohibited.

b. Information Management Directorate:

(1) Customer Assistance and Support Division will:

(a) Upon request, assist the customer in complying with this memorandum; install the "WARNING" message when required; help in reconciling the Information Management Directorate inventory of software and hardware report with the customer's PC; and answer all general customer questions regarding the MRD PCs and LANs.

(b) Complete all registration cards, warranty registration forms, or other registration or license agreement forms that require a signature and return to the vendor. Complete it in the name of the "US Army, Corps of Engineers, Missouri River Division, ATTN: CEMRD-IM-C."

(c) Install and remove approved software and hardware on the customer's PC hard drive. Any exception must be agreed to by CEMRD-IM-C to guarantee all license agreements, registration requirements and property inventory are properly handled and to assure no computer virus is loaded onto MRD PCs or LANs. Provide the license agreement, user documentation and master disks to the customer during software installation.

(d) Requisition all microcomputers and local area network software and hardware. Answer all customer questions regarding the status of requests for new software and hardware.

(e) Update the MRD equipment data base, the PC systems data base and the accreditation data base when any change, addition, or deletion is made to individual PCs or LANs in MRD.

(2) The Information Integration and Implementation Division, Engineering Systems and Technology Branch will:

(a) Perform technical reviews of all requests for software and hardware, and answer questions.

(b) Coordinate the interpretation of all software license agreements with the Office of Counsel if any interpretation problem exists. Obtain a written opinion from MRD Office of Counsel if required before installation of the software.

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(c) Maintain a file on all MRD LAN license agreements and all MRD and Corps-wide LAN site license agreements.

(d) Install and remove all approved software and hardware for the MRD LANs. Any exceptions must be agreed to by CEMRD-IM-IE to guarantee that all license agreements, registration requirements and property inventory are properly handled and to assure no program containing a virus or other disruptive characteristic is loaded onto MRD LANs.

FOR THE COMMANDER:

/s/
KEVIN W. LEE
LTC, IN
Deputy Commander

DISTRIBUTION:

MRD - C

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